

## **SENIOR SAFETY TECHNICIAN**

**DEFINITION:** Under general direction, performs work of moderate difficulty in planning, coordinating and conducting occupational safety and health programs, risk assessments and investigations; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Plans, organizes, coordinates, and monitors safety programs to promote and maintain occupational safety and health programs; conducts field inspections of office space, buildings, facilities, and properties related to egress, emergency plans, electrical, fire, equipment hazards, security, and storage; assesses fire alarms, fire extinguishers, first aid kits, smoke, and carbon monoxide detectors; maintains log sheet to record carbon monoxide peak levels; extracts, analyzes and interprets data/findings for probable cause; develops, compiles and coordinates training materials; provides training, presentations and orientations on general safety standards in the workplace and instructions related to responsibilities, preparedness and awareness.

Identifies hazards and recommends corrective action or training; refers corrective action to maintenance and/or appropriate individual/agency; researches code and regulations and makes recommendations related to minimum requirements square footage, emergencies, accessibility, storage of supplies and chemicals; reviews floor plans and makes recommendations related to effective utilization of space and emergency egress; observes and monitors construction, renovation of building, facilities and infrastructure to ensure safety regulations are followed and construction is in compliance with applicable codes and regulations.

Gathers air samples for testing to identify hazards in areas with possible toxic fumes; responds to emergency incidents/accidents; assesses and investigates the scene, photographs area, secures names of investigators, witnesses and identifies types of properties; prepares required reports; coordinates communication with emergency personnel and assesses if debriefing is necessary; conducts needs assessment; conducts fire drills and participates in mock disaster drills, attends meetings; participates in planning conferences.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of Navajo Nation, federal, state laws, regulations, guidelines governing aspects of operations related to occupational safety and health.

Knowledge of Navajo Nation department, enterprise and business operations, practices and procedures. Knowledge of technical equipment and methods utilized in conducting occupational safety and health inspections and accident investigations.

Knowledge of instructional/training methods and practices.

Knowledge of computer hardware, software and peripherals.

Knowledge of research, analysis and interpretation of complex laws, rules and regulations.

Knowledge of record keeping/file maintenance methods and practices.

Skill in inspecting business operations for violations of safety and health requirements.

Skill in investigating and preserving evidence related to accidents, fatalities and thefts.

Skill in utilizing verbal and written communications in the preparation and presentation of reports, training and information.

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Skill in utilizing computer software to maintain records and create and update technical training manuals and materials.

Skill in researching, analyzing and interpreting complex information and arriving at appropriate conclusions.

Skill in utilizing public relations techniques when responding to requests, inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires carrying, lifting, loading, transporting a variety of technical or audio visual equipment weighing up to 50 lbs. to conduct inspections and investigations in a business and construction site environment with exposure to dust, gas, fumes, vapors, loud noises and all types of weather.

#### **MINIMUM QUALIFICATIONS:**

- An Associate's degree in Industrial Safety, Safety Engineering or closely related field with advanced training in Occupational Safety and Health; and three (3) years of responsible experience in the field of safety.

#### **PREFERRED QUALIFICATIONS:**

- Two (2) years of safety enforcement, accident investigation, building inspection or related work experience.
- OSHA 500 or OSHA 501 training.
- Certified Mold Inspector or Asbestos Inspector.

#### **SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.
- Some positions require additional certifications, such as: Defensive Driving Course, First Aid and Cardiopulmonary Resuscitation (CPR).

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.